MEMORANDUM FOR:

DD/OP CS

Bruce — Are you or Ed interested
in attending this?

P.S. Note what response date.

4 DEC
Ed S — 296-8202 INFORMED YOU
WOULD ATTEND. ALSO CARD SENT IN TO
REGISTER TOO.

Date 7/Thu 28

FORM 101 USE PREVIOUS

File:
DoD

OFFICE OF THE ASSISTANT SECRETARY OF DEFENSE

WASHINGTON, D.C. 20301

COMPTROLLER

(Management Systems)

STATINTL

████████████████████
Chief, Management Staff
Office of Data Processing
Central Intelligence Agency
Washington, D. C.   20505

STATINTL   Dear ████████████

The Office of the Assistant Secretary of Defense (Comptroller), Directorate of Data Automation, in conjunction with George Washington University, is pleased to announce the first annual DoD Conference on Long Range ADP Planning during January 28 and 29 in Washington, D.C. The theme of this conference is Managing ADP Technological Change in the Decade of the 80's. This conference will focus on the managerial implications of controlling and using ADP capabilities in the dynamic data processing environment of this decade. Conference attendance will be limited to selected government managers and we invite you to attend. The primary objective of this two-day meeting is to stimulate thoughts and interchange ideas concerning managing change and strategic level planning. This decade will witness major management challenges. For example, significant changes in ADP technology will occur, and management must be prepared to properly plan for and control these changes to the best advantage. In addition, motivating, retaining and increasing the productivity of key ADP professionals continues to be a major management concern. This conference will provide a forum to discuss these issues of critical management importance. Currently, planned addresses will include such issues as:

- Controlling and directing ADP technological change

- ADP strategic planning

- Acquiring ADP resources to implement strategic plans

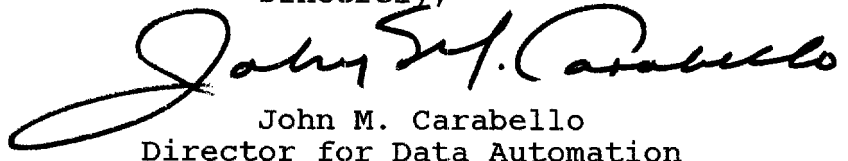- Hiring, training and retention of ADP professionals.

Our purpose is to assist senior managers in planning for requisite ADP support in the decade of the 80's. Consequently, it is not our intent to delve deeply into specific technological trends, but rather to focus on the managerial impacts of projected changes.

This conference will present an excellent opportunity for key DoD and other government ADP managers to meet and exchange ideas, as well as to hear leading authorities present their views and projections on the above issues. As a result, conference attendees should expect to gain:

- Substantial exposure to technological, legislative and managerial trends

- Pertinent information to support decisions regarding ADP policies, resource allocations, and program planning

- New approaches for coping with a rapidly changing environment.

We hope you will join us. The conference will be held at the George Washington University Marvin Center. Since we are limiting attendance, we would appreciate it if you could return the enclosed response form by December 1, indicating whether or not you are interested in attending the conference. Additional information including the conference registration information, final conference agenda and selected speakers will be provided to you at a later date. If you have any questions concerning this event, please call our DoD conference information center at (202) 296-8202 for assistance.

Sincerely,

John M. Carabello
Director for Data Automation

Enclosure